

## Information

### On Your Remuneration Statement

Please keep your remuneration statements, they serve as proof of income for public authorities, banks and other institutions.

- **Composition of your remuneration**

The remuneration statement provides you with detailed information on the different components of your current remuneration amount. It breaks down the amount you received this month and is valid for all months to follow until you receive a new remuneration statement. **You only receive a new statement if there are any changes to your monthly remuneration or deductions (columns 2 and 5).** You do not receive a new remuneration statement in case of one-time changes only (columns 3 and 6).

Please note that negative amounts with regard to the remuneration section are deductions and with regard to the deduction section are refunds.
- **Effective date of the transaction**

We process our payments via the paperless exchange of data media of the Deutsche Bundesbank, which guarantees that the transfers are credited to your bank by the due date. Your bank is obliged to credit the amount to your account on the same day. In case your remuneration is credited with a later effective date, please contact your bank.
- **Change of account**

If you have a new bank account, please inform us as soon as possible so that transfers credited to your account will not be delayed.
- **Correctness of the information**

Please read your remuneration statement carefully and make sure that everything is correct. Do not only check individual amounts, but also job characteristics, such as the type of employment, marital status, and tax bracket. If you notice any discrepancies or possible mistakes, please inform the responsible department immediately.
- **Requests**

Please note that the payment of your remuneration and Beihilfe/Heilfürsorge are processed in different departments. Contact information can be found on the front page in the top right corner.
- **Child-related payments**

Child-related payments for children over the age of 18 that are based on the entitlement to child benefit (e.g. the child-related part of family benefit or child-related Besitzstandszulage) will be granted with the reservation of the right to reclaim. If your child is no longer entitled to receive child-related payments, this might also affect the payment of Beihilfe.

Please inform us about any changes that could be of importance for the entitlement to child benefit (e.g. upon your child's completion of vocational training) immediately.
- **Beihilfe application forms**

If you would like to apply for Beihilfe, please always use the current version of the application form LBV 301. This form complies with the current regulations and requirements from the Ministry of Finance (according to section 17 subsection 1 sentence 1 of the Act on Beihilfe (BVO)). Any other Beihilfe application forms are not valid and will therefore not be accepted. Please also note that the LBV only accepts German forms, requests and applications.

The current version of the application form can be found on the website of the LBV at <https://lbv.landbw.de>.

## Your Remuneration Statement Explained

Welcome to the university and to Baden-Württemberg!

At the start of your employment, you will receive a salary statement (Mitteilung über die Zusammensetzung Ihrer Bezüge) from the Landesamt für Besoldung und Versorgung Baden-Württemberg (LBV), the institution responsible for paying out your remuneration.

You will only receive a new statement if there are any changes to your monthly remuneration or deductions.

This brochure will help you understand your salary statement, which is only issued in German.

The contents of the document have been translated by the University of Mannheim. Please note that LBV documents are only valid in the German original. English forms are not legally binding and will not be accepted by the LBV.

Your contact at the university:



## Your Remuneration Statement Explained

### ① Remuneration bracket and subgroup

Your remuneration bracket (EXX) and subgroup (Entgeltstufe) depend on your qualification and previous work experience. After a predetermined number of years, you automatically reach a higher subgroup (date indicated in 2).

### ② Date of advancement to a higher remuneration subgroup

Information on full-time employment (VOLLB.), part-time employment (TZ.) and weekly working hours (WOSTD)

### ③ Employment and working hours

(ledig = single, verheiratet = married, geschieden = divorced, verwitwet = widowed)

### ④ Spouse employed in civil service

### ⑤ Anniversary of employment commencement

The date of the start of your work contract (date, month, year)

### ⑥ Tax criteria

The tax bracket (Steuerklasse), which you are grouped into on the basis of your total income and your family situation, determines the amount of income tax you have to pay. There are six different tax brackets in Germany. It also determines your yearly allowance of tax-free income (Jahresfreibetrag). You may also be entitled to additional tax breaks, such as child allowance (Kinderfreibeträge).

### ⑦ Compulsory insurance

Contribution groups for health insurance (KV), pension insurance (RV), unemployment insurance (AV) and long-term care insurance (PV)

### ⑧ Supplementary pension scheme

The Versorgungsanstalt des Bundes und der Länder (VBL) is Germany's supplementary pension provider for public sector employees.

### ⑨ Employer's monthly contributions to supplementary pension

### ⑩ Remuneration (current month)

The amount of your remuneration subject to taxation (Steuerpflichtig), social insurance (Sozialversicher.) and supplementary pension contributions (Zusatzversorg.).

\*) You will receive a statement explaining your **annual bonuses** such as holiday pay or Christmas bonus (Jahressonderzahlung) separately.

**Income tax certificates** (Lohnsteuerbescheinigungen) for the past year will be sent from mid-February. Please do not send inquiries about your income tax certificate beforehand.

Landesamt für Besoldung und Versorgung  
Baden-Württemberg  
IBAN: DE65 6000 0000 0060 001510  
BIC: MARKDEF 1600

Landesamt für Besoldung und Versorgung, 70730 Fellbach

Frau  
Sabine Mustermann  
Musterstraße 123  
70012 Musterstadt

Mitteilung 3/18 (A)  
über die Zusammensetzung Ihrer Bezüge  
im DEZEMBER 2018 (B)

1. Für Gehalt: (C)	Bitte geben Sie in allen
Personalnummer 51234567/411A	
Telefon-Durchwahl (0711) 3426-3009	
2. Für Kindergeld: (D)	Zuschriften die jeweils maßgebliche
Personalnummer 51234567/629A	
Telefon-Durchwahl (0711) 3426-3009	
3. Für Beihilfen: (E)	Personalnummer an!
Personalnummer 51234567/261R	
Telefon-Durchwahl (0711) 3426-3009	
4. Die Bezüge wurden überwiesen an:	(F)
BIC GENODEXXXXX	
IBAN DE12345671234567891231	
Volksbank	
5. Internetadresse: https://lbv.landbw.de	

Vergütung, Lohn, Sonstige Bezüge		Entgeltstufe	Familienstand	Ehegatte im öffentl. Dienst	Jubiläumsdienstzeit	Steuermerkmale							
E13		01	Voraussichtlicher Stufenanstieg 01.12.19 VOLLB. 39.50 WOSTD	5	Tag 15	Mon. 12	Jahr 10	Steuerklasse 1	Anz Kinderfreibeträge 0.0	Jahresfreibetrag Euro 0			
⑧ Versicherungspflicht (Beitragsgruppe)				Von der Arbeitgeberleistung zur Zusatzversorgung im lfd. Monat		Entgelt (nur laufender Monat)							
KV	RV	AV	PV	Zusatzversorgung	steuerpflichtig	sozialvers.pfl.	Steuerpflichtig		Sozialversicher.		Zusatzversorg.		
1	1	1	1	VBL	Euro	Ct	Euro	Ct	Euro	Ct	Euro	Ct	
					221	52	4590	03	4811	55	4590	03	
Aufgliederung der Bezüge				Laufende Bezüge -monatlich-		Einmalige Bezüge Nach- oder Überz.		Aufgliederung der Abzüge					
1				2		3		4					
TABELLENENTGELT JAHRESSONDERZ.				3672	02	918	01	LOHNSTEUER TAB. A (14)					
SUMME (23)				3672	02	918	01	SOLI.ZUSCHLAG (15)					
								RENTEVERS. (16)					
								KRANKENVERS. (17)					
								ARBEITSLOSENVERS. (18)					
								PFLEGEV+ZUSCHLAG (19)					
								ZUSATZVERSORGUNG (20)					
								SUMME (23)					
								600	25	259	00		
								33	01	14	24		
								356	59	90	88		
								329	76	84	03		
								57	51	14	66		
								58	48	14	90		
								66	46	16	62		
								1502	06	494	33		
Z U S A M M E N S T E L L U N G													
BRUTTOBETRAEGE (21)				3672	02	918	01						
KINDERGELD (22)				194	00								
SUMME (23)				3866	02	918	01						
SUMME ABZUEGE (24)				1502	06	494	33						
N E T T O (25)				2363	96	423	68						
UEBERWEISUNGSBETRAG (26)						2787	64						

\*) ZUR ERLAEUTERUNG DER JAHRESSONDERZAHLUNG ERHALTEN SIE AUS TECHNISCHEN GRUENDEN EINE GESONDERTE MITTEILUNG. WIR WERDEN DIE LOHNSTEUERBESCHEINIGUNGEN FUER 2018 AB MITTE FEBRUAR 2019 VERSENDEN. BITTE SEHEN SIE VON ANFRAGEN AB.

BITTE RÜCKSEITE BEACHTEN

PLEASE SEE OVERLEAF FOR A TRANSLATION OF THE "HINWEISE" ON THE BACK OF YOUR REMUNERATION STATEMENT.

(A) Number of salary statement in current year

(B) Month of statement

Indicates the month for which the statement applies.

(C) Salary department of the LBV

In case of questions regarding your salary, you can contact the LBV via the telephone number indicated under your personnel number (Personalnummer). Please always indicate your personnel number when contacting the LBV.

(D) Child benefit department of the LBV

In case of questions regarding child benefit, you can contact the LBV via the telephone number indicated under your personnel number. Please always indicate your personnel number when contacting the LBV.

(E) Beihilfe department of the LBV

In case of questions regarding Beihilfe, you can contact the LBV via the telephone number indicated under your personnel number. Please always indicate your personnel number when contacting the LBV.

(F) Details of the bank account your salary is transferred to

BIC, IBAN, name of the bank

(12) Components of remuneration

Details on monthly remuneration (Laufende Bezüge) and one-time remuneration (Einmalige Bezüge), as in back payment or overpayment (Nach- oder Überz.). In this example, your salary (Tabellenentgelt) is the monthly remuneration and the annual bonus (Jahressonderz.) a one-time payment.

(13) Deductions from remuneration

Details on monthly deductions (Laufende Abzüge) and one-time deductions (Einmalige Abzüge), as in refunds (Erstattungen)

(14) Wage tax

(15) Solidary surcharge

The solidarity surcharge (Solidaritätszuschlag) is a supplementary tax which was introduced in 1991 to finance the costs of German reunification.

(16) Contribution to statutory pension insurance

(17) Contribution to health insurance

(18) Contribution to unemployment insurance

(19) Contribution to long-term care insurance + surcharge

(20) Contribution to supplementary pension scheme

(21) Gross amount

(22) Child benefit

(23) Total

(24) Total deductions

(25) Net amount

(26) Amount transferred